



U.S. Department of Housing and Urban Development

Public and Indian Housing

Special Attention of:

Notice PIH 99- 27 (HUD)

HUB Directors, Office of Public Housing;
Program Center Coordinators;

Issued: July 1, 1999

Expires: December 31, 1999

Cross References: NOFA FR-4416

Subject: Section 8 Family Self-Sufficiency (FSS) Program - FY 1999 Application Processing Instructions

1. **Purpose.** This notice provides instructions for reviewing applications and providing funding under the FY 99 Section 8 FSS Program Coordinator Notice of Funding Availability (NOFA) FR-4416 (hereinafter referred to as the NOFA), which was published in the Federal Register on March 8, 1999.
2. **Background.** Funding under the NOFA is available only to: (1) those public housing agencies (HAs) that were awarded FSS program coordinator funding under the FY 98 NOFA; and (2) those other HAs including state and regional HAs and joint applicants that did not receive funding under the FY 98 NOFA, if authorized through their HUD-approved FSS Action Plan to administer Section 8 FSS programs of at least 25 FSS slots. Under the NOFA, both the voluntary Section 8 FSS slots and the mandatory Section 8 FSS slots reflected in the HA's HUD-approved FSS Action Plan are counted in determining the HA's Section 8 FSS program size. There is no maximum Section 8 program size limit for HAs eligible to apply for funding under the NOFA. HUD is opening eligibility for funding under the NOFA to HAs with larger Section 8 rental certificate/voucher programs because it believes that this action will support welfare reform activities across the nation.

No rating or ranking of applications is required since the funds available under the NOFA are not being awarded on a competitive basis. Instead, the Office of Public Housing staff in the local HUD field office HUB or local HUD field office Program Center (herein referred to as the local HUD field offices) will review the applications to determine if they are complete and technically adequate based on the NOFA's requirements. The Grants Management Center (GMC) will fund all technically adequate applications to the extent funds are available in accordance with the NOFA.

3. **Application Review Checklist.** Appendix A of this Notice is the Application Review Checklist that the local HUD field offices should use to screen HA applications for FY 99 Section 8 FSS program coordinator funding.

4. **Application Submission Procedures and Due Date.** The HA must submit its Section 8 FSS program coordinator application, consisting of all required letters and certifications, to the local HUD field office. The due date for a HA's application will vary based upon the method of submission, as follows:
- a. **Mailed Applications.** Applications will be considered timely filed if postmarked on or before 12 midnight on May 7, 1999, and received by the HA's local HUD field office on or within ten (10) days of the application due date.
 - b. **Applications Sent by Overnight/Express Delivery.** Applications sent by overnight delivery or express mail will be considered timely filed if received by the local HUD field office on or before May 7, 1999, or upon submission of documentary evidence that they were placed in transit with the overnight delivery service by no later than May 7, 1999.
 - c. **Hand Carried Applications.** Applications must be delivered to the appropriate local HUD field office by 6:00 p.m. on May 7, 1999.
5. **Determining Total Program Size for "New" Applicants.** For consistency in determining the total number of rental certificates and vouchers administered by new applicant HAs (those HAs not funded in FY 98), the local HUD field offices should use the number of units in the HUD-approved budget for the same HA fiscal year, that are found on the Budgeted Units Distribution Table (BDGT) in HUDCAPS. Information is reported in HUDCAPS separately for certificates and vouchers and includes the date the information was last updated. The local HUD field office must be sure that in determining program size it has included the number of budgeted units for both the rental certificate and rental voucher programs. If the number of units reported by the HA differs from that in HUDCAPS, local HUD field office staff should call the HA and/or their Section 8 Financial Management Center (S8FMC) contact person to determine the cause of the discrepancy. If the HUDCAPS numbers do not reflect the latest HUD-approved budget revision, the local HUD field office should ask the HA or their S8FMC contact to fax them a copy of the latest HUD-approved form HUD-52672. The more recent numbers should be used to calculate the total number of Section 8 rental certificates and vouchers for the HA. If the number of budgeted units obtained from HUDCAPS does not include rental certificate or voucher funding that has been approved and reserved, but not yet contracted, the local HUD field office should add the number of reserved units to the number of budgeted units for the HA.
6. **Measuring Progress.** For HAs that received FY 98 Section 8 FSS program coordinator funding, the HA certification (Attachment A of the NOFA) must demonstrate that the HA has hired a Section 8 FSS program coordinator with funding previously awarded and that the HA has formed and convened an FSS program coordinating committee, obtained HUD approval of its Section 8 FSS action plan, and that the HA has executed contracts of participation with FSS program participants. The information in the HA certification is subject to HUD verification.

7. **Evidence Demonstrating Salary Comparability.** HUD's objective is to ensure that the salary for which funding will be provided is reasonable in the local labor market. The local HUD field office need only review the evidence submitted by those HAs that are required by the NOFA to submit the Attachment B letter (which is included in the NOFA) to determine that the salary is not excessive. There is no requirement that the HA provide any specific form of evidence. If the HA is requesting an amount at or below the maximum amount allowed in the NOFA, the local HUD field office may approve less than the requested funding only if it determines that the amount requested is clearly unreasonable based on the HA's evidence. The maximum award under this NOFA is \$46,350.
8. **HUD Reform Act.** The HUD Reform Act requires that HUD make available for public inspection the documentation supporting the approval or disapproval of each application. In addition, the documentation must indicate the basis on which any award was made or denied. Accordingly, reviewers must ensure that their review checklists are appropriately completed in support of the recommendation to Headquarters that the application be approved. The local field office Director of Public Housing or Program Center coordinator should ensure that all reviewers within the local HUD field office are consistent in their use of this processing Notice and the requirements of the NOFA.
9. **Review by Office of Fair Housing and Equal Opportunity.** The FHEO staff in the local HUD field office must provide the Public Housing staff a list of all HAs that are potentially ineligible to apply for funding under this Program NOFA because of failure to pass the civil rights threshold requirements. Public Housing staff will compare this list with the list of applicants applying for funding. All applicants appearing on the Civil Rights Threshold List must be referred to FHEO for a final determination of the applicants eligibility under the Civil Rights Threshold requirements.
10. **Initial Screening of Applications.** The local HUD field office must review the applications at the time they are received using the Application Review Checklist that is Appendix A of this notice. The first step is to complete the initial screening of each application using Part I of the Application Review Checklist to determine which applications are eligible for further processing. If the answer to any question in Part I of the checklist is "no," the application is unacceptable for further processing and must be rejected.
11. **Further Review of Applications.** Parts II and III of the Application Review Checklist are to be used by local HUD field offices in reviewing the contents of those applications which were found to be eligible for further processing in the initial screening described in paragraph 10 above. (Part II of the checklist will be used for screening applications of HAs that received FSS program coordinator funding in FY 98 and Part III of the checklist is used to determine eligibility of applications from HAs that were not funded in FY 98.).

The local HUD field office's review of a HA's application must be completed, and the HA notified in writing of acknowledgment of receipt of application (Appendix B) and of any deficiencies (information either missing or requiring correction) (Appendix C), within 7 calendar days from the date of receipt of the HA's application. The local HUD field office

must fax the signed deficiency letter to the HA, stating on the cover sheet that the original of the deficiency letter has been mailed to the HA. The HA has 14 calendar days, from the date of receipt of the local HUD field office notification letter, to submit the missing or corrected information to that office. If either, no response is received or information is received by the local HUD field office after close of business local time on the 14th calendar day neither will be accepted and the application will be categorized as unacceptable for further processing and rejected. (See paragraph 13, Notification of Unacceptable Applications.)

12. **Information Required on Approvable and Unacceptable Applications.** Each Field Office Grant Administrator (FOGA) for FSS will receive an electronically transmitted Microsoft EXCEL Master Log and an FSS EXCEL Worksheet file with the instructions, via LOTUS NOTES, from Donna Hines, Management Information Specialist for GMC. **By not later than July 7, 1999**, the FOGA must transmit both the final Master Log and the FSS EXCEL Funding Worksheet, via LOTUS NOTES, to the GMC staff members, Donna Hines and Brenda Earle (Grant Administrator for FSS).

- a. Application Master Log. The Master Log (see sample in Appendix D) will be used to provide the GMC with information on applications received for Section 8 FSS program coordinator funding and should include data on **all** applications submitted for funding under the NOFA (approvable or unacceptable).

Each FOGA is required to submit to the GMC, via LOTUS NOTES attachment, an initial Master Log of all applications received by May 12, 1999. Complete only the shaded areas (Applicant Name and Amount Requested) for the initial submission. Follow the same procedure for applications postmarked by, but received after the application deadline. Once the initial submission or subsequent submissions (to include postmarked applications received after deadline date) are made to the GMC, complete the entire Master Log.

- b. FSS EXCEL Funding Worksheet. The FSS EXCEL Funding Worksheet (see sample in Appendix E) file is divided into two parts. Part I is for listing eligible applicants that received FSS program coordinator funding in FY 98 and Part II is for eligible applicants that did not receive FY 98 FSS program coordinator funding. The Part II information must be provided separately since the listing of applications of HAs that did NOT receive FY 98 FSS program coordinator funding must be in rank order from the smallest to the largest, by the total Section 8 rental certificate/voucher program size.

For uniformity, please do not attempt to alter the FSS Funding Worksheet format. Local HUD field offices should only enter the data requested on the FSS Funding Worksheet. The EXCEL format will automatically calculate the dollar totals for "Amount Approved" in the boxes provided at the bottom of Part I and Part II of the format. Although HAs will be assigned a rental voucher HUDCAPS Program code, the FSS program coordinator will work with Section 8 FSS families in both the Section 8 rental certificate and voucher programs.

For each approvable application, the following information must be provided:

- (1) Name of old State or area office (for fund assignment purposes);
- (2) Name of HA and HA Number (For joint applications list all HAs/HA Numbers and identify the lead HA that will receive the funding);
- (3) Total rental certificate and voucher program size;
- (4) FSS program size reflected in the HAs HUD-approved Section 8 FSS Action Plan; and
- (5) Approvable amount of funding recommended by the local HUD field office.

13. **Notification on Unacceptable Applications.** After the 14-calendar day deficiency correction period, the local HUD field office must immediately notify any HA that submitted an application that was determined unacceptable for processing.

14. **Funding of Applications.** The GMC will fund all technically adequate applications to the extent funds are available. If HUD receives applications for funding greater than the amount made available under the NOFA, the GMC will allocate available funding among approvable applications starting with those HAs that received FSS program coordinator funding in FY 98 (Category 1 applications). If funding remains, HUD will then fund eligible applicants that did not receive FY 98 FSS program coordinator funding (Category 2 applications) in size order from the smallest HAs first, i.e., those HAs with the smallest combined rental voucher and certificate programs first. If there are not sufficient monies to fund all Category 2 applications from HAs with the same combined Section 8 rental certificate and voucher program size, funding will be provided based on the size of the HA's Section 8 FSS program, reflected in the HA's HUD-approved Section 8 FSS Action Plan, starting with the largest approved Section 8 FSS program.

15. **Fund Reservation, Congressional Notification, Application Approval and ACC Execution.**

- a. The GMC will prepare Congressional Notification letters for each eligible HA application approved for funding. Upon receipt of congressional release dates, the GMC will prepare and forward the list of award recipients and a sample award and non-award letter to each FOGA via Lotus Notes. The award letters must not be sent until each FOGA receives congressional notification release dates from the GMC.
- b. The Office of Public and Indian Housing's (PIH) Budget Division will: (1) assign funds and prepare the Regional Fund Assignment forms (HUD-185s) for all HA applications approved by PIH for funding; and (2) send the HUD -185s to the S8FMC. The S8FMC will then reserve the funds and notify the local HUD field office when the reservations are made.

- c. After Congressional notification is completed and a release date obtained, the FOGA will: (1) provide written notification to all applicants whether or not they have been selected for funding; and (2) forward copies of letters to applicants approved for funding to the S8FMC. The S8FMC will then contract the funds in HUDCAPS, execute the ACCs and send executed ACCs to the HAs.

The funds assigned pursuant to the NOFA are Section 8 administrative fees. The FMC will place the fees under ACC as a separate funding increment, with a project number that will identify the funding increment as administrative fee funding for a program coordinator for the Section 8 FSS program.

16. **Eligible Applicants that have received HUD Approval of Exceptions to Implementing FSS Programs of the Mandatory Minimum Size.** If HUD has approved either a full or partial exception to implementing a Section 8 FSS program of the mandatory minimum size for an eligible HA, solely because of lack of funds for reasonable administrative costs, the approval of the exception is here by rescinded after funding for a Section 8 FSS program coordinator is awarded under this NOFA.

If you have any questions regarding this Notice or the appendices, please contact Brenda Earle in the GMC via LOTUS NOTES or call (202) 358-0221, extension 119.

/s/

Harold Lucas, Assistant Secretary
for Public and Indian Housing

Attachments

Appendix A

FY 1999 APPLICATION REVIEW CHECKLIST SECTION 8 FSS PROGRAM COORDINATOR NOFA

NAME OF APPLICANT(S): _____
(For joint applications, identify Lead applicant and Co-applicants)

NAME OF REVIEWER: _____

REVIEWING OFFICE: _____

PART I

INITIAL SCREENING CRITERIA - ALL APPLICATIONS

1. Application received by applicable deadline below.

YES ___ NO ___

- (a) Handcarried applications: received in the local HUD field office by 6:00 p.m. on May 7, 1999.
- (b) Mailed applications: postmarked by May 7, 1999 and received in the local HUD field office on or before May 17, 1999.
- (c) Overnight/Express Mail Delivery: received in local HUD field office by May 7, 1999 or documentation submitted of placement in transit by May 7, 1999.

2. In reviewing the application, the local HUD field office agrees that:

- (a) The HA has not been charged with a systemic violation of the Fair Housing Act by the Secretary alleging ongoing discrimination; is not the defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; and the HA has not received a letter of noncompliance findings under Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, or Section 109 of the Housing and Community Development Act. (Check YES if the HA: is operating in compliance with a consent order, a conciliation or a compliance agreement designed to correct the areas of noncompliance; is implementing a HUD-approved resident selection and assignment plan; or has resolved the charge, lawsuit or letter of findings to the satisfaction of the Department by taking appropriate actions to address the allegations of ongoing discrimination.)

YES ___ NO ___

- (b) The HA has no serious unaddressed, outstanding Inspector General audit findings, or HUD Office management review findings for one or more of its Rental Voucher, Rental Certificate or Moderate Rehabilitation programs.

YES ____ NO ____

If any answer in PART I above is NO, this application is NOT eligible for further processing and the application must be rejected.

If all answers are YES, continue to the appropriate part. (For HAs that received FSS program coordinator funding in FY 98, complete PART II and for HAs that DID NOT receive FSS program coordinator funding in FY 98, PART III.)

PART II

ADDITIONAL SCREENING CRITERIA - HAS FUNDED IN FY 98

3. Applicant was funded under the FY 98 FSS program coordinator NOFA.

YES ___ NO ___

(If YES, complete this section. If NO, go to PART III below.)

- (a) The HA has hired a Section 8 FSS program coordinator with previous funding and has completed activities in each of the categories in (2) (a), (b), and (c) of the required Attachment A certification in NOFA 4416.

YES ___ NO ___

(If 3.(a) is NO, application is NOT eligible for further processing. If YES, continue below.)

- (b) The HA has submitted the required Attachment A certification in NOFA 4416.

YES ___ NO ___

- (c) The HA has submitted a signed Fair Housing and Equal Opportunity Certification (Attachment C) and Certification Regarding Lobbying (Attachment D) of the NOFA.

YES ___ NO ___

- (d) The HA will be funded at 103 percent of its FY 98 FSS program coordinator funding, subject to the \$46,350 maximum.

YES ___ NO ___

(If NO, go to 3.(e) below.)

- (e) The HA is requesting an amount higher or lower than 103 percent of its FY 98 FSS program coordinator funding and has submitted the Attachment B letter required by the NOFA.

YES ___ NO ___

The application is technically adequate and should be included in the listing of eligible applications submitted to Headquarters if, before the expiration of 14-day technical correction period, criteria 3.(a) through 3.(c) are YES and, for HAs requesting an amounts other than 103 percent of FY 98 funding, criterion 3.(e) is also YES.

The application is NOT eligible for funding under the FY 98 NOFA and must be rejected if, at the expiration of the 14-day correction period, any answer in criteria 3.(a) through 3.(c) is NO, and for HAs requesting an amount other than 103 percent of FY 99 funding, criterion 3.(e) is NO. (See paragraph 13, Notification of Unacceptable Applications.)

After completion of Part II, go to Part IV for all applicants.

PART III

ADDITIONAL SCREENING CRITERIA - HAs NOT FUNDED IN FY 98

4. Applicant did not receive FSS program coordinator funding in FY 98.

YES ____ NO ____

If YES, continue below. If NO, determine if PART II above applies. (If NEITHER part applies, the application is not eligible for funding under the FY 99 FSS program coordinator NOFA.)

- (a) Applicant is an eligible HA as defined in either (1) or (2) below:

- (1) HA including a State or regional HA authorized through their HUD-approved FSS Action Plan to administer Section 8 FSS programs of at least 25 FSS slots; or

YES ____ NO ____

- (2) HA with fewer than 25 approved Section 8 FSS slots is applying jointly with one or more other HAs so that between or among the HAs they administer at least 25 Section 8 FSS slots; or

YES ____ NO ____

If the answer to question 4.(a) is NO, the application is NOT eligible for further processing and must be rejected. If YES, continue to 4.(b) below.

- (b) The applicant has submitted the following required attachments which are included in the NOFA: Attachment B Sample Format letter, Attachment C Fair Housing and Equal Opportunity certification, and Attachment D Certification Regarding Lobbying.

YES ____ NO ____

- (c) The applicant has:

- (1) Applied for \$46,350 or less.

YES ____ NO ____

- (2) Stated the total number of budgeted Section 8 rental certificates/rental vouchers from the most recent HUD-approved form HUD-52672.

YES ____ NO ____

(3) Stated the total number of families currently enrolled in its Section 8 FSS program.

YES ____ NO ____

(4) Stated the total number of voluntary and mandatory Section 8 FSS slots reflected in the HUD-approved FSS Action Plan of the HA.

YES ____ NO ____

(5) Stated the annual salary proposed for the Section 8 FSS program coordinator, plus any fringe benefits.

YES ____ NO ____

(6) Submitted evidence that demonstrates salary comparability with similar positions in the local jurisdiction.

YES ____ NO ____

(7) For Joint Applicants Only: Application indicates which HA will be the lead applicant and will receive and administer the FSS program coordinator funding.

YES ____ NO ____

If before the expiration of the 14-day technical correction period, the answer to each item in criteria 4.(b) and 4.(c)(1) through 4.(c)(6) is YES, and for joint applications, if criterion 4.(c)(7) is also YES, the application is technically adequate and should be included in the listing of eligible applications submitted to Headquarters. At the end of the correction period, if any of those answers is NO, the application is not eligible and must be rejected. (See paragraph 13, Notification of Unacceptable Applications.)

After completion of Part III, go to Part IV for all applicants.

PART IV

TECHNICAL CORRECTION PERIOD/FINAL DETERMINATION

1. Technical Correction Period: The local HUD field office must request, in writing, that HAs submit technical corrections within the 14-calendar day technical correction period. Notification of technical deficiencies must be uniform and in letter form. Local HUD field offices should fax and mail letters requesting technical corrections promptly since corrections to applications must be received by the field office prior to July 7, 1999, the deadline for local HUD field office submission to Headquarters of their listing of technically adequate applications for funding under the FY 99 Section 8 FSS program coordinator NOFA.

If all deficiencies are not satisfied by the end of the 14-day technical correction period, the application must be rejected as incomplete. (See paragraph 13, Notification of Unacceptable Applications.)

Information on all applications found eligible by the end of the technical correction period is to be included in the appropriate sections in paragraph 12 "Information Required on Approvable and Unacceptable Applications" (the Master Log and/or FSS EXCEL Funding Worksheet) of this notice.

2. Local HUD Field Office Final Determination. Check appropriate choice:

Application is technically adequate: _____

Application rejected: _____

Reviewer's Signature and Date

Supervisor's Signature and Date

ANY CHANGE MADE TO THE INITIAL SCREENING CHECKLIST MUST BE EXPLAINED. INDICATE BELOW THE NAME AND TITLE OF THE INDIVIDUAL CHANGING THE CHECKLIST, THE DATE OF CHANGE AND REASON.

Appendix B

SAMPLE LETTER

**Acknowledgment of
Application Receipt**

**U.S. Department of Housing
and Urban Development**

Dear :

Subject: FY 99 Section 8 FSS Program Coordinator Application

- ☐ HUD received your application by the deadline and will consider it for funding. In accordance with Section 103 of the Department of Housing and Urban Development Reform Act of 1989, no information will be released by HUD regarding the relative standing of any applicant until funding announcements are made. However, you may be contacted by HUD after initial screening to permit you to correct certain application deficiencies.
- ☐ HUD did not receive your application by the deadline; therefore, your application will not receive further consideration.

Processor's Name _____

Date\Time Received Application: _____

Appendix C

Sample Technical Deficiency(s) Letter

Applicant
Address

Dear Applicant:

Thank you for your recent FY 1999 Section 8 FSS Program Coordinator application submission. The (**name of local field office**) has conducted the initial screening of your application. Your application was found technically deficient in the following area(s):

1. Identify the item, tab number, and reason deficient
- 2.
- 3.

Please provide additional information identified within **14 days** from the date of receipt of this letter. Please submit your correction(s) to:

Name of Contact person
Local Field Office
Address

The Field Office will review the response(s) submitted by your housing agency to ensure that your response(s) corrects the deficiency(s) previously identified. If your response(s) do not address the deficiency(s) above, your application will not be considered for funding. You will be notified in writing that your application is ineligible.

If you have any questions, please contact (**insert name and telephone number**).

Thank you for your interest in the Department's programs.

Sincerely,

Signature
Name and Title

APPENDIX D

INSTRUCTIONS FOR COMPLETING APPLICATION MASTERLOG

By the date mentioned in the FSS Processing Notice, each FOGA is required to submit to the GMC, via LOTUS NOTES attachment, a Masterlog of all applications received. Complete only the shaded area for initial submission. Follow the same procedure for applications postmarked by, but received after the application deadline date. Please forward a completed Masterlog and send via email to the GMC MIS Donna A. Hines and Grant Administration - Brenda Earle upon completion.

Questions regarding the Masterlog should be sent to Donna Hines (202/358-0221, ext. 131)

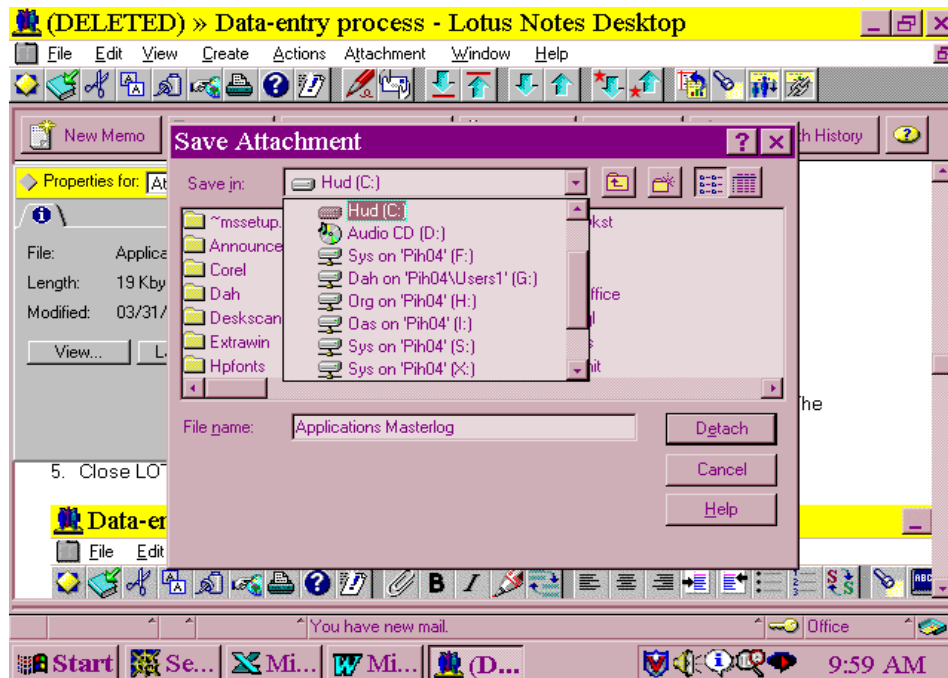
TO RETRIEVE MASTERLOG ATTACHMENT

1. Open LOTUS NOTES file sent by GMC Grant Administrator
2. Double click on EXCEL icon to open.



Applications Masterlog.xls

3. Click on "Detach" in Properties Window
4. In "Save Attachment" window, select C: and click on "Detach" at bottom of page. The Masterlog is now saved to your C: drive as "Applications Masterlog."
5. Close LOTUS NOTES



6. Open Microsoft EXCEL from desktop.

7. Once in EXCEL - Click on File (the "Applications Masterlog" file may appear in file listing at bottom). If it does, double click on "Applications Masterlog". If "Applications Masterlog" does not appear, choose OPEN. Select C drive. Locate "Applications Masterlog" and double click to open file.
8. Type in required data to Masterlog spreadsheet.
9. **SAVE - SAVE - SAVE YOUR WORK!** When data-entry is complete. Click on diskette icon or FILE/SAVE. Click on large "X" in right top corner of page to close out of EXCEL.

SENDING MASTERLOG TO THE GMC

1. Open LOTUS NOTES, address to GMC Grant Administrator and MIS. Include name of program in Subject line (i.e., FSS Masterlog).
2. Move to the body of the memo and Click on "Paper Clip" icon.
3. Select C: drive in "Create Attachment" window.
4. Locate the "Applications Masterlog" file, highlight and choose "Create". The file attachment will appear within the LOTUS NOTE.
5. Send/File
6. Repeat these steps to send updated Masterlogs to the GMC.

MASTERLOG - APPLICATIONS RECEIVED

FFS

FIELD

OFFICE: _____

	HA CODE	Applicant Name	Amt Requestd	Date Rec'd	Time Rec'd	Eligible Yes/No	Reason for Rejection	Logged In By
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

APPENDIX E

FY 1999 LIST OF APPROVABLE APPLICANTS SECTION 8 RENTAL ASSISTANCE PROGRAMS FAMILY SELF- SUFFICIENCY PROGRAM COORDINATORS

Public Housing
HUB or Program
Center:

STATE OR AREA OFFICE	HOUSING AGENCY AND PHA NO.	CONGRESSIONAL DISTRICT #	TOTAL C/V PROGRAM SIZE	FSS PROGRAM SIZE	RECOMM FSS FUI
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PART I:
Applicants that
Received FSS
Program
Coordinator
Funding in FY 98

TOTAL:

PART II :
Applicants Not
Funded in FY'98*

TOTAL:

Signature and Date

Director, Office of
Public Housing
HUB

or Program
Center Coordinator